
PURPOSE

To ensure the Juvenile Justice Specialists (JJS) engage youth and families to participate and progress toward meeting the goals outlined in case service plans.

DEFINITIONS

Face-to-face contacts

Defined as being held in person. Videoconferencing or any other similar form of technology does not serve as a face-to-face contact for the purposes of meeting the federal requirements set forth in section 622(b)(17) of the Social Security Act.

Sibling

For the purposes of visitation only, siblings include children related through birth, adoption, or marriage and include siblings as defined by the American Indian or Alaskan Native child's tribal code or custom. A sibling relationship continues after termination of parental rights or when a marriage ends by death or divorce.

Calendar Month

Each of the twelve named periods into which a year is divided; for example, January, February, etc.

Note: Timeframes within respect to calendar days are applicable for all juvenile justice contact standards except when otherwise specified.

YOUTH CONTACT REQUIREMENTS

The JJS must maintain contacts with each youth, the youth's family, and placement providers. Social Security Act, 42 USC 622(b)(17) and Mich Admin Code, R 400.12421. Placement providers must allow the JJS access to youth through mail, telephone and face-to-face visits. When visiting a youth, the JJS must be afforded the opportunity to speak with the youth in private.

Note: Each visit in a placement must include observation of the conditions in the youth's bedroom.

**Youth is in
Another State**

For requirements on youth being placed in another state, refer to [ICM 150, Interstate Parole/Probation Procedures](#). For further requirements regarding youth visiting another state, refer to [ICM 170, Interstate Compact for Juveniles Travel Permits](#).

**When a Foster
Care and Juvenile
Justice Case are
Open**

Refer to visitation policy in [FOM 722-06D, Case Management of Dual Wards](#).

Initial Visit

Upon acceptance of a case, face to face contact with the youth must be made within five business days by the JJS.

Quality Visits

Quality visits between the JJS and the youth have been found to produce positive outcomes for youth in out of home placement. A quality visit is defined as one in which the JJS:

- Meets with the youth individually, without the presence of other individuals to give the youth an opportunity to ask questions or to ensure the youth feels safe in his/her environment.
- Assesses the youth's current needs and takes appropriate action or offers services in response to the identified need of each youth.
- Shows interest in the youth to build and establish rapport.
- Shares and explains the case plan in a developmentally appropriate way while allowing the youth to ask questions and express viewpoints.

**RESIDENTIAL
PLACEMENT**

The first face-to-face contact with the youth must take place within five business days from admission.

Subsequent Months

The JJS must have at least one face-to-face contact with the youth each calendar month at his/her placement location.

Released from Placement

Following a youth's release from a residential placement, the first face-to-face contact with the youth must take place within five business days from the date the youth returned to the community placement. All subsequent visits must be determined by the MJJAS assessment as described in item below while the youth remains in the approved community placement.

**Treatment Team
Contact
Requirements**

There must be monthly contact with the youth's treatment team at the residential placement facility. Contact may be through face-to-face meeting, secure video conference, or conference call as long as face-to-face meetings occur at least every other quarter.

**COMMUNITY BASED
PLACEMENTS**

Monthly contact standards need to correspond with the calculated risk level of the most recent Michigan Juvenile Justice Assessment System (MJJAS) tool.

- A Final Risk Level of High requires three face-to-face visits take place with the youth each month.
- A Final Risk Level of Moderate requires two face-to-face visits take place with the youth each month.
- A Final Risk Level of Low requires one face-to-face visit take place with the youth each month.

At least one contact each calendar month must take place at the youth's placement location. One contact each month must include a private meeting between the youth and the JJS. For more information regarding reentry, see [JJM 431, Reentry Services](#).

For more information on completing the MJJAS assessments, see [JJM 230, Juvenile Justice Service Plans](#).

**Family
Reunification/Fami
lies First**

If the family is receiving Families First, Family Reunification Program (FRP), Families Together Building Solutions (FTBS) or Juvenile Justice Diversion and Reintegration Alternative Programs services (JJDR), the provider contacts may replace all but one of the monthly face to face contact requirements. **This does not discourage any additional visits that the JJS may choose to make.** Contractors must submit all face-to-face contacts with children, parent(s)/legal guardians, and caregivers to the assigned JJS on a weekly basis using the [MDHHS-5689, Case Notes](#). Face-to-face contacts must be entered as social work contacts in MiSACWIS within five business days of receipt.

**DETENTION/JAIL OR
RECEPTION/ASSESS
MENT CENTER/
PSYCHIATRIC
FACILITY**

An initial face-to-face visit must occur within five business day after placement with weekly face-to-face visits thereafter. Depending on the youth's needs, a telephone call with the youth may replace every other face to face visit.

**CONTACT
STANDARDS
PARENT(S)/LEGAL
GUARDIAN(S)**

A face-to-face contact with the parent(s)/legal guardian must occur each calendar month with more frequent visits as needed or described in the case service plan when the permanency goal is reunification. At least every third month, the visit must be in the parent(s)/legal guardians residence.

A visit should include engagement of the family in the development of the initial and updated services plans. This means that the JJS must include the parent(s) in discussions regarding the needs and strengths of the youth and family and must reach an understanding of what is required of the youth and family to meet the goals of the case service plan.

For youth with a permanency goal other than reunification, the JJS should continue to have contact with the parent(s)/legal guardian that continue to play an active role in the youth's life. Ongoing contact with the parent(s)/legal guardian allows the JJS to monitor and assess the appropriateness and safety of the relationship. At least every third month, the visit must be in the parent(s)/legal guardian's residence.

The JJS must make efforts to engage the parent that is not participating in services (for example, removal household or a non-custodial parent) and attempt to schedule the required visits. If the parent is unreachable or does not cooperate then the JJS must document this in social work contacts in MiSACWIS.

For absent parent protocol; see [FOM 722-06G, Efforts to Identify and Locate Absent/Putative Parent\(s\)](#).

SIBLING VISITS

See [FOM 722-06I, Maintaining Connections through Visitation Contact](#) for detailed information on sibling visits. Probate Code, 1939 PA 288, as amended, MCL 712A.18f(3)(f) and 42 USC 671(a)(31).

TREATMENT AND SERVICE PROVIDERS

Feedback from professionals working with the youth and the family must be obtained and incorporated in each case service plan. The JJS must make at least monthly contact with each professional involved in the youth's care to solicit the professional's observations and recommendations regarding the youth and the community placement provider. Contact may occur through any form of communication (such as face-to-face visits, phone, or emails). These contacts must be documented in social work contacts in MiSACWIS and the information obtained must be summarized in the appropriate sections of the case service plan.

The diagnosis appointment and medical tabs of the health profile in MiSACWIS must be updated to include all physical, dental and behavioral health care. See [FOM 801, Health Services for Children in Foster Care](#) for all required health profile information.

In addition, all professional reports for the youth and parents including, but not limited to, psychiatric and psychological

evaluations, therapy and treatment plans, substance abuse screens and treatment summaries must be reviewed and summarized in the case service plan and uploaded in MiSACWIS.

**CONTACT WITH
SUPERVISOR**

The JJS must meet with his/her supervisor at least monthly for case consultation on every assigned case. Discussion should include:

- Treatment progress of youth.
- Risk level of youth, based on most recent MJJAS assessment.
- Youth's compliance with treatment.
- Services currently being offered to youth.
- Reentry planning (when youth is placed in residential).
- Permanency plan of youth.
- Any issues or concerns expressed by the youth.
- Barriers/concerns expressed by JJS.

**VISIT SUPPORT
FORMS
DOCUMENTATION**

When visiting, the JJS may use the DHS-904, Foster Care/Adoption/Juvenile Justice Caseworker/Child Visit Quick Reference Guide, as needed. The JJS may use the DHS-904A, Foster Care/Adoption/Juvenile Justice Caseworker/Child Visit Tool, to ensure coverage of relevant visit topics and record information for completion of the service plan.

All contacts must be entered in MiSACWIS social work contacts including attempted contacts and missed appointments. The social worker contact narrative is generally a short summary of the contact. Any significant information obtained during the contact must be summarized in the appropriate sections of the case service plan.

All face-to-face contacts must be entered in MiSACWIS, within five business days of the contact.

All other social work contacts must be entered prior to the report period end date on the applicable case service plan.

LEGAL BASE**Federal****Social Security Act, 42 USC 622(b)(17).**

Describes the state standards for the content and frequency of caseworker visits for children who are in foster care under the responsibility of the state, which, at minimum, ensure that the children are visited on a monthly basis and that the caseworker visits are well-planned and focused on issues pertinent to case planning and service delivery to ensure the safety, permanency, and well-being of the children.

Social Security Act, 42 USC 671(a)(31)(b).

Requires that whenever siblings are not placed together, reasonable efforts must be made to provide frequent visitation or other ongoing interaction between the siblings.

State**Probate Code, 1939 PA 288, as amended, MCL 712A.18f(3)(f).**

Describes efforts to be made to provide frequent in-person visitation or ongoing interaction between siblings.

**Michigan
Administrative
Code****Child Placing Agency Rule, Mich Admin Code, R 400.12421.**

Describes provisions for visitation between youth and caseworker, sibling visitation and parenting time.

POLICY CONTACT

Juvenile justice supervisors and management may submit policy clarification questions to juvenile-justice-policy@michigan.gov.